

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1740100

Assistant Director of Energy Planning and Procurement, M-2 1740100
Director of Energy Planning and Procurement, M-4 1740200

Brief Description of Class Series

Positions in this series oversee the design, policy development and administration of the centralized procurement of electricity and natural gas for all large OGS Facilities and large facilities of other state agencies.

Distinguishing Characteristics

Assistant Director of Energy Planning and Procurement: non-competitive; single-position class; oversees the day-to-day operations of the Energy Planning and Procurement Group; and administers the centralized procurement of energy.

Director of Energy Planning and Procurement: non-competitive; single-position class; directs the activities of the Energy Planning and Procurement Group; and develops and implements energy procurement strategies that effectively manage the Office of General Services energy commodity budget.

Illustrative Tasks

Assistant Director of Energy Planning and Procurement

Develops and oversees quality assurance/quality control processes across the Energy Planning and Procurement Group (EPPG) unit.

Identifies and resolves issues affecting the accurate and efficient operations of the EPPG unit.

Participates in the coordination of energy products contracting activities.

Identifies and suggests improvement opportunities designed to enhance current or future contracts.

Studies, reviews, and recommends policy and procedural steps designed to ensure adherence to energy/power source purchasing program guidelines and contract requirements.

Participates in the design, development, and implementation of procedures to comply with new rules, regulations and policies issued by other entities.

Director Energy Planning and Procurement

Manages and evaluates energy commodity risk management policies and strategies.

Communicates results of EPPG activities to the Deputy Commissioner of Financial Administration, the Director of Financial Administration, and the Commissioner's Cabinet, as requested.

Evaluates and communicates impacts of market and regulatory changes on the OGS energy budget.

Develops and implements policies and strategies to minimize impacts of market and regulatory changes on the OGS energy budget.

Maintains communications with EPPG customers regarding program performance.

Oversees policy implementation and administration of the centralized purchase of energy sources.

Meets with agency representatives as needed to ensure policy compliance and to recommend changes.

Analyzes proposed legislation and external policies affecting the Program.

Oversees the coordination of energy products, particularly gas and electricity, contracting activities.

Directs the study, review, and recommendation of procedural steps designed to ensure adherence to the energy/power source purchasing program guidelines and contract requirements.

Minimum Qualifications

Assistant Director Energy Planning and Procurement

Non-competitive: nine years of experience* in the development, management, and administration of commercial sales, trading, distribution or centralized purchasing of energy commodities from power and gas suppliers. This experience must have

included: formulating policy, utility rate analysis, energy commodity risk management; and familiarity with the New York State energy regulatory environment and processes. At least two of the years must have been at a supervisory level.

Director Energy Planning and Procurement

Non-competitive: eleven years of experience* in the development, management, and administration of commercial sales, trading, distribution, and risk management of energy from power and gas suppliers. This experience must have included: formulating policy, utility rate analysis, energy commodity risk management, expertise regarding the NYISO markets, and familiarity with the New York State energy regulatory environment and processes. At least two of the years must have been at a managerial level.

*An associate degree in Business Administration, Public Administration or closely related field may substitute for two years of general experience; a bachelor's degree in the above fields may substitute for four years of general experience; a master's degree in one of the above fields may substitute for an additional year of experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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